

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Office of Fire and Aviation
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August 31, 2001

IN REPLY REFER TO:
1535 (FC-200) P

EMS Transmission: 09/04/01
Director's Office Instruction Memorandum No. 2001-006
Expires: 09/30/02

To: All OF&A Employees

From: Director, Office of Fire and Aviation

Subject: Interim Policy Regarding Office Space Configuration and Purchases

Program Area: Space Management

Purpose: This IM is to provide instructions for coordinating office furniture purchases and reconfiguration.

This memorandum supercedes previous memoranda on this issue.

Policy/Action: All Bureau of Land Management employees planning to purchase office furniture, furniture components or office design services must complete a hard copy requisition for approval of your group manager. The group manager must review the request and, if he/she concurs, forward the requisition to Gary Bowers for final review and approval. Gary has assigned Deb Rawhouser as the point of contact for all office space and workstation purchases and reconfigurations. She is responsible for coordinating each approved purchase or project with Base Maintenance, Business Practices, Information Resource Management and the systems furniture contractor. She is also responsible for coordinating all space-related issues with the Idaho State Office and any other office space our office may lease off base.

Deb is the Office of Fire and Aviation's representative on the Interagency Space Committee. She will work with External Affairs to post Committee updates as progress is made during the long-term space design and management process.

Timeframe: This policy is effective immediately and will remain in effect until a new policy is issued following completion of a long-term space design plan for facilities located on the National Interagency Fire Center base.

Budget Impact: No cost to implement. Money will be saved by not having several short-term reconfigurations done in any given space.

Background: Operations Memorandum No. 663, issued on July 20, 2001, identified the need for short-term and long-term solutions to our space management needs. Gary Bowers is assigned lead for this project. An interagency team has been identified to develop and recommend alternatives for office space design and management to ensure that our offices provide a healthy work environment for all employees. As we move forward with this planning process we must identify, manage and coordinate all office furniture purchases or reconfigurations to ensure effective use of funding and time.

Manual/Handbook Sections Affected: None.

Contact: If you have questions, please contact Deb Rawhouser at extension 5165 or call Gary Bowers at extension 5065.

Signed by:
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